



APPLICATION TO TRANSACT BUSINESS IN ARIZONA
SERVICE AGREEMENT FOR CORPORATIONS
OVER 2,100 ARIZONA ENTITIES FORMED SINCE 2001



Use this online service agreement to hire Arizona corporate attorney Richard Keyt and KEYTLaw, L.L.C. (the "Firm") to prepare the documents necessary to register your corporation to transact business in Arizona for a fixed legal fee of \$395 plus costs of approximately \$310. This Agreement states exactly what the Firm will do in exchange for the fixed fee. You may pay by check, Visa or MasterCard.

Rick, a former partner in one of the largest law firms in Arizona, has practiced law and been forming entities in Arizona since 1980. He has a masters degree (LL.M.) in federal income tax law from New York University. For information about the Firm, see www.keytlaw.com and Rick's [biography](#). For in depth articles about Arizona corporations, see the [Arizona Corporation Library](#).

To hire the Firm to prepare the documents to register your corporation to do business or conduct affairs in Arizona, complete this agreement and return it to the Firm with your payment. You may complete this agreement in 5 – 10 minutes by typing the answers directly in the blank spaces or print the agreement and complete it with a pen. Deliver the completed agreement: (i) by faxing it to Rick at 602-297-6890, or (ii) mail or deliver it to Rick at either address listed on the last page. On receiving your signed Agreement and payment, Rick will mail or email the registration documents to you for signature. If you have questions about registering your corporation to do business in Arizona or this agreement, call Rick at 602-906-4953 ext. 3 (no charge for questions related to registering your corporation to do business in Arizona).

Registration Services: The Firm will perform the following legal services for a fixed fee of \$395: (1) unlimited telephone consultations with Arizona corporate attorney Richard Keyt with respect to questions about registering your corporation to do business in Arizona and related issues, (2) Arizona corporate name review and alternate name advice if needed, (3) prepare the Application to Transact Business in Arizona, (4) prepare a Certificate of Disclosure, (5) prepare the Arizona Corporation Commission ("ACC") cover sheet; (6) file the application to register the corporation in Arizona with the ACC on an expedited basis; (7) give you a copy of the Application stamped with the ACC's "received" stamp, (8) arrange to publish the application in an approved Arizona newspaper; (9) file an Affidavit of Publication of the application with the ACC before the statutory 90 day deadline, (10) give you the approved application with the ACC "approved" stamp. In addition, you must pay the ACC expedited filing fee of \$185

The fixed fee does not include costs and expenses paid or incurred by the Firm in connection with the services. If you give us a certified copy of your corporation's Articles of Incorporation with all amendments and a Certificate of Good Standing issued within 60 days of the date we file the application with the Arizona Corporation Commission, the costs to register the corporation to transact business in Arizona will be approximately \$310, consisting of: (1) \$210 to file the application with the ACC on an expedited basis, and (2) \$110 to publish the application in a newspaper. If your corporation has an office outside Maricopa County, the cost of publication might exceed \$110, in which case we will bill you for the excess over \$110.

Important Name Information. Before completing this agreement, check the ACC's [Name Availability Database](#) to determine if your corporation's exact name is used by an Arizona entity or registered as a tradename with the Arizona Secretary of State. If the exact name of your corporation is used in Arizona by another entity or is registered as a tradename with the Arizona Secretary of State, your corporation cannot register to do business or conduct affairs in Arizona under its actual name. Instead, the corporation must register a tradename (a dba or fictitious name) with the Arizona Secretary of State for use in Arizona and deliver to the ACC a copy of the tradename certificate and resolutions of the Board of Directors of the corporation authorizing the corporation to transact business or conduct affairs in Arizona using the tradename.

We require payment in advance before we provide any services. Unless there are unforeseen costs (for example you want us to send documents to you via FedEx or ask us to obtain a Certificate of Good Standing for your corporation) or developments or you hire us for additional services unrelated to forming your corporation, the amount you select on the next page will be the only amount you pay us for registering your corporation in Arizona. We will send itemized invoices. You agree to pay any unpaid amount within ten days after we mail the invoice. If you do not pay an invoice within thirty days, we may charge interest on unpaid amounts at the rate of 1.5% per month, and we may terminate our services and/or withdraw from further representation of the company. The entire amount you pay KEYTLaw, LLC, for fees and costs is nonrefundable, but you may nevertheless discharge KEYTLaw, LLC, and Richard Keyt at any time and in that event you may be entitled to a refund of all or part of the fee based upon the value of the representation. The person who pays our fees and costs by credit card confirms that the company that issued the credit card allows charges for future services, costs and expenses. After three years, we may destroy all documents we collect during the time we provide services.

We are not acting as your attorney in advising you with respect to this Agreement because we would have a conflict of interest in doing so. We will represent only the corporation rather than the interests of any shareholder, director, officer or any other person

or entity. If you or any person or entity affiliated with the corporation have questions about this Agreement, we recommend that each concerned person consult with other legal counsel. You are hiring the Firm only to register your corporation to do business in Arizona, not for any other purpose.

DOCUMENTS YOU MUST SEND TO THE FIRM

When you send this agreement to the Firm, you must also include the following documents:

- 1. a copy of the corporation's Articles of Incorporation and all amendments to the Articles of Incorporation (duly authenticated by the state of incorporation within 60 days of filing the Application), and**
- 2. a certificate of the corporation's existence (such as a Certificate of Good Standing) authenticated within 60 days of the date of filing the Application by the appropriate government agency of the corporation's state of formation.**

SELECT YOUR DESIRED SERVICES & GUARANTEED FIXED FEE

Click your mouse on the boxes below to select your services & associated fees. Fill in the blanks online by clicking on a box or by typing the information in each blank space. Push the **TAB** key to move to the next field and the **SHIFT + TAB** key to move backwards.

- \$395 **Registration Service:** Preparation of the Application for Authority to Transact Business & related services listed in paragraph 4 on page 1 using normal processing time (7 - 10 days).
- \$310 **Filing Fee & Publication Costs:** \$210 Arizona Corporation Commission expedited filing fee & \$110 to publish the Application in a newspaper. If the corporation's place of business is outside Maricopa County, publication may exceed \$110, in which case we will bill you for the excess.
- \$ 99 **Statutory Agent Service:** Annual fee for KEYTLaw, LLC, to be the corporation's statutory agent in Arizona. Every foreign entity that registers to do business in Arizona must have an Arizona statutory agent, which some states call a resident agent. If we are to be the corporation's statutory agent, an authorized officer of the corporation must complete, sign and deliver to us our Statutory Agent / Known Place of Business Service Agreement found here: www.keytlaw.com/azllc/statagreement.pdf.
- \$100 **KEYTLaw Address Service:** Annual fee to use KEYTLaw's address as the corporation's known place of business in Arizona. Arizona law requires that the corporation have a known place of business in Arizona. If the corporation wants to use KEYTLaw's address as its known place of business in Arizona, an authorized officer of the corporation must complete, sign and deliver to us our Statutory Agent / Known Place of Business Service Agreement found here: www.keytlaw.com/azllc/statagreement.pdf.
- \$150 **Ancillary Document Service:** Check this box if you want us to contact your state agency and obtain a certified copy of the Articles of Incorporation and a Certificate of Good Standing. We will bill you for the actual costs for these documents.
- \$195 **Board of Director Resolutions:** Check this box if you want us to prepare resolutions for your board of directors authorizing the corporation to adopt a tradename. **Important Note:** If your corporation cannot operate in Arizona under its name, it must register a tradename (a dba) with the Arizona Secretary of State and operate in Arizona using the tradename. See the ACC's [Name Availability Database](#) to determine if your corporation's exact name is used by an Arizona entity.
- \$300 **One Business Day Super Expedited Service** to prepare the Application for Authority (normally 7 - 10 days)
- \$150 **Three Business Day Expedited Service** to prepare the Application for Authority (normally 7 - 10 days)
- \$_____ Total amount to be paid to KEYTLaw, LLC.

CORPORATE INFORMATION

Exact Corporate Name:

Corporate Information:

State of Incorporation

Incorporation Date

Is the corporation a nonprofit corporation? yes no
 If the corporation is a nonprofit corporation, does it have members? yes no
 Does the corporation have a perpetual existence? yes no
 If not perpetual, when will the corporation cease to exist? _____
 Do the Articles of Incorporation limit the corporation's activities? yes no
 If yes, explain the limitations of its activities:

Type of business the corporation will conduct in Arizona:

Address of the principal office of the corporation in its state of formation:

 Street address

 City State Zip Code

Known place of business of the corporation in Arizona (must be a street address - cannot be a post office box):

use KEYTLaw's office address for an additional \$100 a year

 Street address City Arizona Zip Code

Name and address of the corporation's statutory agent in Arizona:

County of the corporation's known place of business
 use KEYTLaw, LLC, as the statutory agent for an additional \$99 a year

 Name of statutory agent in Arizona

 Street address City Arizona Zip Code

Give a brief statement of the character of affairs that the corporation initially intends to conduct:

Authorized Stock (see Articles of Incorporation):

Number of common shares of stock authorized: _____
 Par value of the common shares: \$_____ or no par value
 Number of preferred shares of stock authorized: _____
 Par value of the preferred shares: \$_____ or no par value
 Are any other classes or types of stock authorized: yes no
 If yes, describe class or type, par value and number authorized:

Issued Stock (total number of shares issued to stockholders):

Total number of common shares of stock issued: _____
 Total number of preferred shares of stock authorized: _____

Are any other classes or types of stock issued: yes no

If yes, what class and what is the total number of shares issued:

Contact Person:

For KEYTLaw use only. We will send documents & correspondence to this person and contact him or her if we need more information & instructions with respect to the corporation.

Primary Voice Phone _____

Email Address _____

OFFICER & DIRECTOR INFORMATION

SUPPLY THE REQUESTED INFORMATION FOR EVERY OFFICER & DIRECTOR

**1st Officer & Director
Business Address:**

First Name Middle Initial Last Name Director? yes no
Officer? yes no Officer Title: _____

Street address City State Zip Code

Primary Phone Number Email Address

**2nd Officer & Director
Business Address:**

First Name Middle Initial Last Name Director? yes no
Officer? yes no Officer Title: _____

Street address City State Zip Code

Primary Phone Number Email Address

**3rd Officer & Director
Business Address:**

First Name Middle Initial Last Name Director? yes no
Officer? yes no Officer Title: _____

Street address City State Zip Code

Primary Phone Number Email Address

**4th Officer & Director
Business Address:**

First Name Middle Initial Last Name Director? yes no
Officer? yes no Officer Title: _____

Street address City State Zip Code

Primary Phone Number Email Address

**5th Officer & Director
Business Address:**

_____		Director?	Yes	No
First Name, Middle Initial, Last Name				
Officer?	yes	no	Officer Title: _____	
_____		City	State	Zip Code
Street address		_____		
_____		_____		
Primary Phone Number		Email Address		

Signature of an Authorized Officer

The undersigned signs this agreement on behalf of the undersigned and the corporation named above.

Print Signer's Name

KEYTLaw, L.L.C., an Arizona limited liability company

Signature of Member or Manager

By: _____
Richard Keyt, Manager

Title of Signer: _____

How to Deliver this Agreement to KEYTLaw

- Fax:** Fax this Agreement directly to Richard Keyt at 602-297-6890. You do not need a cover sheet.
- Mail:** Mail or deliver the Agreement in a sealed envelope addressed as indicated to one of the following addresses:

Preferred Address (our UPS Store mail box)

Give the envelope to the clerk behind the counter

Richard Keyt
5025 North Central Avenue, #467
Phoenix, Arizona 85012

Secondary Address (Office)

Give the envelope to the receptionist in Suite 130

Richard Keyt
3001 East Camelback Road, Suite 130
Phoenix, Arizona 85016

How to Pay

- Preferred Method:** [Click on this link](#) to access our Credit Card Authorization form to pay using your Visa or MasterCard. The form is located at www.keytlaw.com/cca.pdf. Complete the Credit Card Authorization form, sign it and send it to us with this agreement using one of the methods listed above.
- Mail or deliver your check payable to: **KEYTLaw, LLC** to the address at the top of this page.
- Call 602-424-4159 and give your credit card information to Richard Keyt's legal assistant Milena.